

**MBU 101 Online Sections
Planning Your MBU Degree
Fall 2020 Syllabus**

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Office Hours: By appointment (<https://ramccallister.youcanbook.me/>)

Course Description: 1 semester hour, Online in Canvas, **Grading is Pass/No Credit (P/NC)**

This course is designed for new students who are entering the MBU Online program. The course will focus on the skills needed to be successful, including navigating academic planning, self-awareness, exploring learning styles, and understanding the philosophy and policies of the university. Additionally, the course aims to foster a learning community and help students feel connected and engaged with MBU.

Required Course Materials: All students must purchase the **Clifton Strengths StrengthsFinder Top Five for Students**. You can access it using the link below.

Be sure to select the "Top 5" option and follow the below directions to get the student discount.

If you are a *student* purchasing for the first time:

- Shop for [CliftonStrengths for Students access codes](#).
- Add the desired quantity to your cart and **check out**. (Only need to select 1 for quantity)
- Create an account using your "[school].edu" email address.
- After receiving the verification email, follow the steps outlined to activate your account.
- Select "**Individual**" and continue the checkout process using your account.
- Review your order subtotal -- this is where you will see a **discount applied** to your purchase **if you used an "[school].edu" email address**.
- Complete your purchase. Your code and instructions will be emailed to you.

Learning Outcomes:

1. Successfully transition to MBU as a scholar and community member
2. Plan individualized academic pathways to graduation and increase understanding of MBU policies and processes
3. Increase self-awareness
4. Create strategies to develop your natural talents into strengths

5. Increase levels of confidence and commitment to achieve personal, professional, and academic goals
6. Learn how to maximize your talents to overcome personal and educational challenges
7. Build awareness of campus resources and opportunities for involvement

Course Topics:

Topic	Learning Objectives
Introduction	1, 5
MBU and Online Learning Resources	1, 2, 5, 7
Academic Policies & Curriculum	1, 2, 5
StrengthsFinder: Intro & Self Exploration	3, 4, 5, 6
Learning Styles & Academic Skills	1, 2, 3, 4, 5
Time Management	1, 2, 3, 6
Mindfulness & Stress Management	3, 5, 6
StrengthsFinder: Diving Deeper	3, 4, 5, 6
Emotional Intelligence	3, 5
Personality Style & Academic Success	1, 2, 3, 5, 6
Overcoming Stumbling Blocks	1, 3, 4, 5, 6, 7
Career Development	3, 4, 5, 7
Next Steps: Planning Ahead	1, 2, 5, 7
Thanksgiving Break!—OFF	
Final Reflection	1, 2, 3, 4, 5, 6, 7

Deadlines: A detailed schedule will be posted on Canvas. Since this is an online course, you are responsible for staying caught up and completing the course. Please email me if you have questions or need support.

It is very rare that an extended time (ET or incomplete) will be permitted after the end of the semester for this course. Please communicate with me if an issue arises so we can address it as soon as possible.

Participation guidelines: This course requires participation in online discussion boards. Please be prepared to share productively and professionally with other students using college level written communication. Canvas discussion boards will require that you respond to at least one other student.

Honor System: All academic work at Mary Baldwin University is governed by the honor system. The honor system is what enables MBU Online students to complete exams at home and do college work outside a classroom. Please read the information on the Honor Code here:

[http://www.marybaldwin.edu/student/sga/honorcode/.](http://www.marybaldwin.edu/student/sga/honorcode/)

As a new student, you need to familiarize yourself with the Honor Pledge: *Believing in the principles of Student Government, I pledge myself to uphold the ideals and regulations of the Mary Baldwin University community. I recognize the principles of honor and cooperation as the basis of our life together. I shall endeavor faithfully to order my life accordingly. I will not lie, cheat, steal, plagiarize, or violate my pledge of confidentiality. I will encourage others to fulfill the ideals of the Honor System and will meet my responsibility to the community by reporting incidents of Honor offenses.*

Email and Technical Requirements: Emails from the course Canvas site go automatically to your MBU email address. All questions concerning the course must be sent via your MBU email address. Be sure to include "MBU 101" in the subject line and your full name. If you have questions about activating your email account or using the Canvas course site, please contact your instructor before the start of the semester. For technical questions please contact the IT Help Desk at support@marybaldwin.edu or 540-887-7075 or <https://marybaldwin.edu/oit/>

Disability Accommodations: Any student with documented disabilities, who feel they may need academic accommodations while taking this course, should first contact the Coordinator of Accessibility Services, Dr. Carey Usher at cusher@marybaldwin.edu or (540) 887-7064.

Canvas:

How do I find Canvas?

Go to MBU website: <http://www.marybaldwin.edu>

Click on "MyMBU" in green banner at top right, Click on "Canvas" on left "Quick Links"

Or bookmark this URL for quick access in the future: <https://marybaldwin.edu/canvas/>

How do I Login?

Your Canvas username and password is the same as your Mary Baldwin University user name. This is what you use to login to your MBU e-mail account. If you have never used Canvas before, you might want to go through the sample (non-graded) activities in the Canvas 101 course in your dashboard.

Campus Resources:

Office:	Email address:	Phone number:
Financial Aid	finaid@marybaldwin.edu	(540) 887-7022
Student Accounts	studentaccounts@marybaldwin.edu	(540) 887-7176
Academic Resource Center	cusher@marybaldwin.edu	(540) 887-7064
Admissions	baldwinadmit@marybaldwin.edu	(540) 887-7019
Registrar's Office	registrar@marybaldwin.edu	(540) 887-7071
Vantage Point	hdesmond@marybaldwin.edu	(540) 887-7225
Accessibility Services	accessibility@marybaldwin.edu	(540) 887-7064
Campus Safety	safety@marybaldwin.edu	(540) 887-7000
Library	ask@marybaldwin.edu	(540) 887-7085

Spencer Center Civic and Global Engagement	globalengagement@marybaldwin.edu	(540) 887-7181
IT office	support@marybaldwin.edu	(540) 887-7075

Assignments:

- **Weekly Discussion Boards:** Each week will have a discussion prompt to post responses to. Participation is writing a response AND responding to at least one other student in the course. Discussion boards are a place to engage with others, reflect on the material learned in the module, apply the material to your own life, and demonstrate your knowledge of the material. All discussion responses are expected to be at least one paragraph long with proper spelling and grammar (3-5 sentences minimum).
- **Quizzes:** Multiple quizzes will be incorporated into the class to test on readings, videos, and/or activities completed throughout the module. These quizzes are not meant to be difficult or have any “trick” questions, but rather to demonstrate your mastery of the topics covered. Each quiz will be short (about 10 questions or less) and will not be timed.
- **Activities:** Several activities throughout this course will be utilized to do self-exploration to learn more about yourself and how this knowledge can be used for academic success. Although you will not be required to show the final product of your completed activity, several discussion prompts will require you to have completed the activity to thoroughly answer the prompt.
- **Reflection:** The final assignment for this course is to write a reflection paper. What was the most important takeaway from this course for you? What were some of the highlights and lowlights of your first semester? What have you learned about yourself? What would you do the same or different next semester? The reflection should be at least one page and is due on or before December 4, 2020.